

PRIVACY POLICY

This Privacy Policy aims to provide information about which personal data of persons and their activities, the Institute of Experimental Medicine of the CAS, company ID: 68378041, with its registered office at Vídeňská 1083, Prague 4, 142 20, Czech Republic, entered in the Register of Public Research Institutions maintained by the Ministry of Education , Youth and Sports (hereinafter referred to as "IEM") processes.

This Privacy Policy is effective from 25 May 2018 and is issued in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data ("GDPR") and in accordance with Law No 110 / 2019 Sb. on the processing of personal data, in order to comply with the reporting duty of IEM, as administrator, within the meaning of Articles 13 and 14 of the GDPR

A. WHO IS THE ADMINISTRATOR OF YOUR PERSONAL DATA?

The administrator of your personal data is the Institute of Experimental Medicine of the CAS, Company ID: 68378041, with its registered office at Vídeňská 1083, Prague 4, 142 20, Czech Republic, registered in the Register of Public Research Institutes maintained by the Ministry of Education, Youth and Sports.

B. FOR WHICH PURPOSES AND ON WHICH LEGAL BASIS IS PERSONAL DATA PROCESSED?

We only process your personal data for the purposes listed below and on the following legal bases:

a. processing is necessary for the realization of rights and obligations in connection with the contractual relationship - most often orders and supplies of services in accordance with Article 6 paragraph 1 letter b) GDPR

b. processing is necessary to fulfill the Company's legal obligations as an employer in accordance with Article 6 paragraph 1 letter c) GDPR Employee privacy policy is the subject of a separate document - Information on the processing of employees' personal data

c. processing is subject to your consent in accordance with Article 6 paragraph 1 letter a) GDPR;

C. WHO IS THE RECIPIENT OF PERSONAL DATA? TO WHOM WILL DATA BE FURTHER PROVIDED?

The recipient of personal data is IEM. Personal data may also be made available to persons

providing IEM services in the position of a personal data processor (IT subjects, lawyers, Centre of Administration and Operations of the CAS, RENTEL s.r.o.)

We will review all of these persons to ensure that they provide sufficient guarantees with respect to the confidentiality and protection of your personal information. We will have written agreements with these individuals to commit to the protection of your personal information and to adhere to our privacy standards, in addition to confidentiality. In justified cases, personal data may also be provided to competent public authorities or similar institutions (eg tax authorities, banks, insurance companies, courts, law enforcement authorities).

D. WHICH CATEGORIES OF PERSONAL DATA DO WE PROCESS?

Data in relation to employees:

name, surname, maiden name, date and place of birth, birth number, sex, marital status, number of children, nationality, residence, type of employment, employment position, employment contact details, personal employee number, duration and termination of employment contract, data on residence and work permits (foreigners outside the EEA), data on the integrity of employees, attendance system data, working time data, education, academic degrees, previous experience, professional qualifications, foreign language knowledge, driving license, work performance, output quality, work discipline, disciplinary measures, salary bonuses and other bonuses, travel expenses, bank account and health insurance company, social security contributions, taxes, salary deductions, name, surname and birth number of spouse, name, surname and birth number of dependent children, health ability to work, health disability, occupational medical examinations, accidents at work, incapacity for work.

Data in relation to our business partners - individual

title, name, surname, ID, VAT number, billing address, contact address

Data in relation to business partners - contact details of a representative of a legal entity

title, first name, surname, telephone number, e-mail address, contact address

Information on persons participating in scientific/research projects

The scope of personal data is determined by the nature of the project and is always approved by the data subject.

E. IS PERSONAL DATA TRANSMITTED TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS?

In most cases, your personal information is not transferred to a third country or international organization. If absolutely necessary, this will only be done with your explicit consent.

F. FOR HOW LONG WILL PERSONAL DATA BE STORED?

IEM will process the personal data for the duration of the contractual relationship and for the period necessary to fulfill its legal obligations and to defend its rights and legitimate interests.

G. WHAT ARE YOUR RIGHTS IN CONNECTION WITH THE PROCESSING OF YOUR PERSONAL DATA?

You have the following rights with respect to the processing of your personal data:

- *Right to access your personal data*
 - You have the right to request information on whether your personal data is processed, or for what purpose, to what extent, for what period of time it will be stored, from what source it was obtained, whether there is an automatic decision making process, including profiling. You also have the right to request a copy of your personal information, the first provision being free of charge.
- *Right to correct your personal data*
 - If your personal information is inaccurate or incomplete, you can request correction or completion at any time.
- *Right to delete personal data (so-called right to be forgotten)*
 - If (i) your personal data are no longer needed for the purposes for which they were processed, (ii) the processing is unlawful, (iii) you object to the processing and there are no overriding legitimate reasons for the processing, or (iv) this is a legal obligation, the administrator must delete your personal data.
- *Right to limit the processing of personal data*
 - If any disputed issues arise in connection with the processing of your personal data, the administrator is obliged to limit the processing of the data in such a way that it can only be stored and possibly used for the purpose of determining or exercising legal claims.

- *Right to object to the processing of personal data*
 - If your personal data is processed for direct marketing purposes or for a legitimate interest, you have the right to object to such processing. If an objection is made to processing for direct marketing purposes, personal data will no longer be processed for that purpose.
- *Right to portability of personal data*
 - In the case of automated processing of personal data based on a contract or your consent, you have the right to be provided with the data in a structured, commonly used and machine-readable format.
- *Right to withdraw consent to the processing of personal data*
 - You have the right to withdraw your consent to the processing of personal data at any time. The processing of personal data that occurred prior to the withdrawal of consent is in accordance with legal regulations.
- *Right to lodge a complaint with the supervisory authority*
 - If you believe that your privacy has been violated during data processing, you have the right to file a complaint with the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, Czech Republic

H. DOES AUTOMATED DECISION-MAKING INCLUDING PROFILING OCCUR?

Personal data of individuals in IEM are not subject to any decision based solely on automated processing, including profiling.

I. IS PERSONAL DATA PROCESSED BY THE WEBSITE?

We use cookies on our website www.iem.cas.cz (<http://www.iem.cas.cz>).

A cookie is a short text file that the website you visit sends to your browser. This file allows the website to record information about your visit, such as your preferred language and other settings. This makes your next site visit easier and more productive. Cookies make browsing the website easier.

Our website uses only anonymous statistical cookies, specifically Google Analytics, to track website traffic. Anonymous information is collected through these cookies.

If you do not agree with the use of cookies, you can restrict or completely disable them through your browser settings.

J. WHAT SOURCES DO PERSONAL DATA COME FROM?

In most cases, IEM collects personal information directly from you. If we receive your personal information from third parties, we will inform you by this document about our Privacy Policy.

DO YOU HAVE QUESTIONS? WRITE TO US!

If you are interested in detailed information about your privacy rights, including the right to access and correct inaccurate data, or have any other questions or complaints about the processing of these, please contact us by mail to the address of the registered office or by e-mail to [iem @ iem.cas.cz](mailto:iem@iem.cas.cz)

Updated on 7th January 2020